



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
1001 EISENHOWER AVENUE, ALEXANDRIA, VA 22304-6001

REPLY TO
ATTENTION OF

05 SEP 1996

AMCPE-CE

MEMORANDUM FOR SSB DISTRIBUTION

SUBJECT: U.S. Army Materiel Command (AMC) Compassionate Reassignment Policy

1. This memo forwards the revised AMC Compassionate Reassignment Policy. Please let us know if you have any further comments.
2. Thank you for your help in reviewing this policy. The changes you recommended makes the policy much more realistic, considering today's environment. Taking care of our "Legacy" employees is crucial to our ensuring that the AMC mission is not compromised during turbulent times. The revised compassionate reassignment policy helps us to meet this end.
3. Although the policy was first issued in 1988 when the work atmosphere was not as hectic and jobs were certainly more plentiful, employees' needs have increased rather than lessened.
4. I realize that in this era of "Reengineering" and "Reinventing," local offices are extremely busy. It is very difficult for employees to find and contact prospective employers from afar, and, in addition, they have to deal with the problems requiring the reassignment as well. Helping them with their job search helps to ease their stress and contributes greatly to assuring them that they are valued members of the AMC Team.
5. Fortunately, more automated job search vehicles are coming on-line to allow employees access to job listings nation-wide.

Encl

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In the mean-time, keep your employees informed of what is available to assist them, while acknowledging that those who have lost their jobs through no fault of their own have first priority. We must ever do our best to take care of our people. Trying times demand just that little bit more.

6. AMC -- America's Arsenal for the Brave.

SIGNED

Encl

GEORGE L. JONES
Deputy Chief of Staff
for Personnel

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AMC POLICY ON COMPASSIONATE REASSIGNMENT

1. Purpose. As a concerned and caring employer, the Army Materiel Command (AMC) recognizes the need to assist those capable and dedicated employees who encounter personal problems that require their reassignment to positions in other geographic locations. Consistent with AMC mission, it is the AMC policy to provide positive assistance to these employees in order to assure both their continued contribution to meeting the Army's mission requirements and to assist them in meeting their critical personal needs. This policy has been established to assist commanders in alleviating employees' personal crises. It is not meant to preclude the use of reassignment at management's direction as an adverse action or as a normal placement tool (i.e., merit promotion), without regard to the employee's personal circumstances. Neither is the policy meant to preclude use of other management options such as details, temporary reassignment, etc.
2. Applicability. This policy applies to permanent AMC employees stationed at and seeking reassignment to an AMC activity, including those employees on mobility agreements (e.g., DA central and local intern programs, and long-term training programs), with the concurrence of the activity career program managers. Placements under this policy should be considered on a case-by-case basis.
3. Guidelines and procedures. To implement this policy within AMC, the following guidelines are established:
 - a. The personal problem requiring the reassignment must involve the employee or a member of the employee's family. Family members are the spouse and parents thereof; children, including adopted children and spouses thereof; parents; brothers and sisters and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. In the case of overseas employees refer to JTR Vol. 2-Appendix D, Glossary of Terms, "Dependent/Immediate Family."
 - b. The reassignment must be critical to the health, safety and/or psychological well-being of the employee or family member.
 - c. The personal problem cannot be resolved by a means other than reassignment (e.g., temporary detail/reassignment, leave, correspondence, power of attorney, help from other family members or friends.)
 - d. Command officials must make a positive finding that hardship factors exist based on verification of facts provided in writing by competent authorities, (e.g., attending physician, community health organization, and/or American Red Cross, wherever possible.)
 - e. The employee must initiate the process by submitting a written request for reassignment. The request will be addressed, through the employee's immediate supervisor, to the commander or the commander's designee. The written request must fully document the problem and explain how the compassionate reassignment would assist in alleviating the problem.
 - f. The commander/designee of the activity for which the employee works requests placement assistance from the commander/designee of the activity (or activities) to which the employee requests reassignment. The requesting commander/designee will outline the circumstances requiring placement and will provide the employee's job application form, indicating the lowest grade for which the employee is available. A copy of the employee's most recent performance appraisal, which must be at Successful Level III or higher, also will be provided.

g. The commander/designee receiving the request will determine if vacancies are available for which the employee is qualified and available. If no reassignment opportunities are available, the employee may be considered for vacancies at a lower grade, for which qualified. Acceptance of a change to lower grade does not confer right to priority consideration for a higher grade, since the action is at the employee's request. If a vacancy is available for which the employee is qualified and available, the employee will be extended an offer. The priority for this type of placement will rank just below other legal and directed mandatory placement requirements (e.g., DOD Priority Placement Program, spouse preference, restoration to duty after military service, statutory re-employment rights, etc.,). If the receiving activity is not able to make an immediate job offer (2-4 weeks), the commander/designee will inform the employee as to the probability of employment in the near term (i.e., within 6 months.)

h. If the employee has not been placed at the gaining activity after 6 months from initial registration for consideration, the employee will update the original request every 6 months if the personal problem has not been resolved. The update will include documentation/reverification of the situation as described in paragraphs 3a through 3e above.

i. PCS costs incident to the reassignment will be borne by the employee, except when the reassignment is to a position in a shortage category or from an overseas post to CONUS. In reassignments between CONUS activities, the gaining activity will pay PCS costs if this is consistent with current local policies pertaining to relocation costs. When the reassignment involves PCS costs from an overseas location, costs will be borne by the losing activity.

j. Reassignments are limited to those organizations which are not conducting a RIF at the time of the reassignment. If a RIF is being planned, the employee should be made aware that a RIF is being planned and they may be affected by it if they are reassigned to that organization. Installations may also explore job swaps as an option.

k. The following situations normally will not be considered as appropriate reasons for compassionate reassignment:

(1) Minor allergies, illness or injuries.

(2) Illness induced by misconduct.

(3) Financial problems related to an off-duty job or private business.

(4) Spouse's relocation due to requested reassignment or promotion solely. The test is the justification for the request. However, relocation of spouse's employment may be considered solely as a basis for compassionate reassignment when that relocation is due to an adverse situation such as reduction in force or transfer of function.

(5) Employees pending disciplinary/adverse actions or having performance problems (i.e., having a current unsuccessful rating or being on a Performance Improvement Program.)

l. Reassignments must be consistent with career program guidelines.

m. The policy is subject to negotiation with local labor unions.

n. Penalties for giving false information for the purpose of justifying a compassionate reassignment will be in accordance with AR 690-700, chapter 751.

c. Disagreements between two installations in the same major subordinate command (MSC) will be resolved at the MSC level. Disagreements between MSCs will be resolved at Headquarters, AMC level (ATTN: AMCPE-CE, DSN 767-5104).

4. Your support of this policy and its implementing instructions is crucial to our continuing efforts to retain and maintain a well-trained, effective work force. Local supplementation of this policy is authorized.